Wish and if only

Type I : Present→ Past.
Subject1 + wish(es)+ + subject 2 +verb in the past simple.
I wish she were here.
If only + subject+ verb in the past simple.
If only she were here.
N.B. *If only / wish + cause only.
* Affirmative<=>negative

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Be in present(am,is,are) → She **is** absent now	Were If only she **weren't** absent.
Verb in the present → He **breaks** his promises	Didn't + verb I wish he didn't break his promises.
Don't/doesn't+ verb → She **doesn't speak** French.	Verb in the past simple If only she **spoke** French.
Modals → Can → could, will →would May → might, shall →should Must/have to →had to/ didn't have to	Past of modal I must wake up early tomorrow If only I **didn't have to** wake up early tomorrow

Type II : Past → Past Perfect
Subject 1+ wish(es)+ subject 2+verb in the past perfect(had+pp)+.
If only + subject+ verb in the past perfect.
N.B. *If only / wish + cause only.
* Affirmative<=>negative

By K@rim 2010

Be in the past(was/were) → They **were** careless.	Had(n't) been If only they **hadn't been** careless
Verb in the past → I **forgot** my password.	Hadn't+pp I wish I **hadn't forgotten** my password.
Didn't+ verb → I **didn't see** the film.	Had+pp I wish I **had seen** the film.

Ralative Clauses

Where= place who= people/ subject
When = time whom =people/object
Whose = possession which =things

Sentences	Ref.	Wh-word	Combinations
I know the man**. H**e lives here.	People/subj	who	I know the man who lives here
I know the man. You're talking about him	*People/obj*	*whom*	*I know the man about whom you are talking*
I took the book. It was on the table.	Things	Which	I took the book which was on the table
I like the car. Its colour is red.	Possession	Whose	I like the car whose colour is red.
I want to be in a place. There is nobody in that place.	Place	Where	I want to be in a place where there is nobody
I love the time. We are together in that time.	Time	when	I love the time when we are together.

Infinitive vs Gerund

I- Infinitives *are verbs with "to" such as "to study", "to pretend" and " to imagine".*
= there are basically 6 rules governing the use of infinitives:
1- Verb+ to+verb " deux verbes qui se suivent, le deuxième se met a l'infinitif"
E.g.: I want to go home. or she needs to have some rest.
2- After wh-words " who, what, when, where, why, which, whose and how"
I don't know how to cook couscous. Tell me where to find the lycee.
3- To express purpose= why you do something " En français pour le but"
E.g.: I went to Khemisset to see my family. I am phoning to apologize.
4- After " It's +adjective+ infinitive"
It's hard to solve this puzzle. this bag is heavy to lift.
5- After the superlative we use infinitives.
E.g.: He is the best man to do this job
6- after some expressions: used to, .

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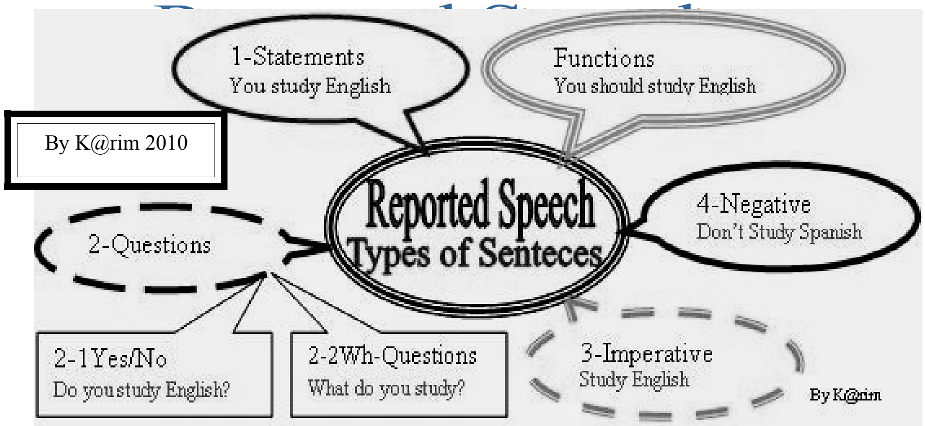
II- Gerund= Verb+ing
1- After some verbs of
a- likes: like, love, prefer, enjoy, appreciate, adore....+verbing:
I enjoy helping people.
b- dislikes: dislike, hate, detest, abhor, loathe...+verbing:
She hates waiting for a long time.
2- After prepositions: in, on, at, about, of, for, upon ....+ verbing:
I am thinking about travelling tomorrow.
3- After some expressions like: look forward to, keen on, can't help, can't stand, bear, get/be used to, There's no, worth, what about, there's no point; it's no use, spend money/ time, to be busy...+verbing
E.g.: I look forward to receiving your e-mail.

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III- Bare infinitive = Verb: play, say
a- After some verbs: Help, let, recommend...+ verb without "to" or "ing"!
Can you help me do this exercise?
b- After modals: can/could, will/would, shall/ should, may/might, must, needn't+ verb
e.g. : She could swim; the kid might be sick
Except: ought, have, and had are followed by "to"
E.g.: You ought to be on time.

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Reported Speech



A-Reporting Statements

DIRECT SPEECH	*REPORTED SPEECH*
Simple Present *"I live in Paris."*	*Simple Past* *He said he lived in Paris.*
Present Continuous *"I'm not feeling well."*	*Past Continuous* *He said he wasn't feeling well.*
Present Perfect Simple *"I've never been there."*	*Past Perfect Simple* *He said he had never been there.*
Present Perfect Continuous *"She's been working."*	*Past Perfect Continuous* *He said she had been working*
Simple Past *"I saw my mother."*	*Past Perfect Simple* *He said he had seen his mother.*
Future Simple *"There will be a problem."*	*Conditional "Would+Verb"* *He said there would be a problem.*
Future Continuous *"I'll be leaving soon."*	*Conditional Continuous "Would be+Verbing"* *He said he would be leaving soon.*
MODALS	
Present Modals	*Past Modals*
"I will go."	*He said he would go.*
"I can swim."	*He said he could swim.*
"It may rain."	*He said it might rain.*
"I must go to the bank."	*He said he had to go to the bank.*
"I needn't phone her."	*He said he didn't need to phone her.*
THE FOLLOWING MODAL VERBS DO NOT CHANGE: *Would, could, might, ought to, needn't have, must have, used to*	
First Conditional *"I'll go if they go."*	*Second Conditional* *He said he would go if they went.*

DIRECT	INDIRECT
today	*that day*
yesterday	*the day before*
the day before yesterday	*two days before*
tomorrow	*the next day / the following day*
the day after tomorrow	*in two days' time*
next week / year etc.	*the following week / year* etc.
last week / year etc.	*the previous week / day* etc.
a year ago	*a year before / the previous year*
here	*there*
this	*that*
These / now	*Those/ then*

B- Reporting Yes/No Questions

Form: X + ***asked (+object) or wanted to know+*** ***if / whether*** *(change tenses)*

1- Be/ present(am, is , are) = was/were+ no inversion

"Are you tired?"= he asked me if I was tired.

2- Be/past (was/were) = had been+ no inversion.

"Were you absent?"= he asked me if I had been absent.

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3- Do/does +verb= verb in the past+ delete do/does.

"Does she **live** here?"= he asked me if she **lived** there.

4- Modals = past of modals+ no inversion.

"**Can** you come?"= he asked me if I **could** come

C- Reporting Wh-Questions(where, when, what, why...)

Form: X *+ asked (+object)/ wanted to know****+*** *WH-word+****(change tenses)***

*** The same rules apply here too***

"**Where** are you?"=He asked me **where** I was.

"***When* did** she arrive= He asked me **when** she **had arrived.**

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D- Reporting imperative (verb…)

Form: X+ ordered/told/ wanted+ object+ infinitive(to+verb)....

"Write your name." = he told me ***to write*** my name**.**

E- Reporting Negatives (Don't+Verb…)

Form: X+ warned+object+ NOT+ infinitive

"**Don't eat** fatty food.)= He warned me **NOT to eat** fatty food.

F- Reporting Functions:

1-Verbs followed by either a ***that-clause*** or a ***to-infinitive****:*

decide	***promise***	***guarantee***	***threaten***
expect	***swear***	***hope***	

2- Verbs followed by ***object + to-infinitive***

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advise	forbid	teach
ask	instruct	tell
beg	invite	warn
command		

3- **VERBS FOLLOWED BY THE GERUND**

Suggest admit remember….

Examples.

1"I will come on time."=He promised to come on time.

2"Would you come to my party."=He invited me to come to his party.

3"Let's go out."=He suggested going out.

4-He said, "Thank you!" He thanked me.

He said, "Good luck!" He wished me luck.

He said, "Happy Christmas! He wished me a happy Christmas.

He said, "Congratulations!" He congratulated me.

He said, "Liar!" He called me a liar

He said, "Damn!" He swore.

Past perfect

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Past Perfect Simple

Form: Had+past participle.

Use the past perfect to contrast the timing of two events: earlier and later past.

Adverbs: ***already ,by the time+ simple past ,ever, never, before, after, when, as soon as, once, till, until;***

Decide which is the action that happened first and which one happened second. ***Put the 1st action in past perfect and 2nd in simple past.***

1-The man died at 10h00. Then the ambulance arrived at 10h30.

When the ambulance arrived ,the man had already died.

*2- I **closed** the door. I **went** to sleep.*

*I **had closed** the door before I **went** to sleep/ I **went** to sleep after **I had closed** the door.*

3- I (eat) …………the sandwich which I (prepare)………………

Past Perfect continuous.

Form : Had been+verbing.

We use it with these adverbs : for, since, the whole day, all day

a- to insist on the duration or process of an action of the 1st action:

When Safaa came to Meknes, she had been living in Casa for 9 years.

b- to explain a past effect or result. Why?

Mariam achieved her dreams because she had been working hard.

Yesterday he (be)…..tired (why?) as he (work?)…….in the garden all day.

Future Perfect Simple: The future perfect refers to a completed action in the future.

Form: Will have + P.P

*Use the future perfect simple when you have these adverbs***: by (+ date / time); by the end of…; this time next…;by the time+simpe present;**

E.G: I have 3O lessons and I revise 5 lessons a day. So in 6 days time, **I will have finished** all my 30 lessons.

I'll have been here for six months on June 23rd

You will have finished your work by this time next week.

On 11 August this year we **will have been** married for five years.

How long **will** she **have worked** here by the end of this year?

Conditionals

If ___+ cause __________, _____ _+effect ___________.

- Logic/automatic= conditional 0: if+ present, + present.
- Future = cond. I: if +present , +will+ verb
- Present = cond. II: if +past, +would/could/might+verb.
- Past = cond. III: if+ past perfect, +would/could/might+have+P.P.

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Examples:

I. Close your eyes and you will see nothing.(= logic= cond.0)

Cause Effect

→ If you ***close*** your eyes, you ***see*** nothing.

→ You ***see*** nothing if you ***close*** your eyes.

2- I <u>will get</u> my Bac and <u>my father will buy</u> me a laptop.(future= cond I)

Cause Effect

→ If ***I ge***t my Bac, my father ***will buy*** me a laptop.

→ My father ***will buy*** me a laptop if ***I get*** my Bac.

3- I <u>can't help</u> you because <u>I am busy</u>.(present=cond.II)

Effect Cause

Neg.→Aff. Aff. →Neg.

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→ If I ***weren'***t busy, I ***would help*** you.

→ I ***would help*** you if I ***weren't*** busy.

NB: a- Use always were (not was) in conditional, wish and if only.

c- Cause:

* Be (am, is, are) → were(n't)
* Verb (present) → didn't +verb
* Don't/doesn't +Verb → verb in the simple past.

4-He <u>had a stomachache</u> because he <u>ate a lot</u>.(past=cond.III)

Effect Cause

Aff→Neg Aff→Neg

→ If he ***hadn't eaten*** a lot, he ***wouldn't have had*** a stomach ache.

→ He ***wouldn't have had*** a stomach ache if he ***hadn't eaten*** a lot.

NB: cause:

- be/past (was, were) → had(n't) been.
- Verb (past) → hadn't + pp of the verb (= past perfect)
- Didn't' + verb → had+pp (=past perfect)

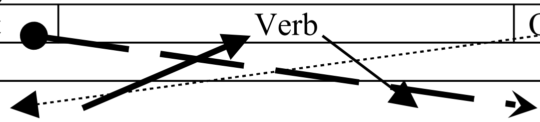
Passive Voice

There are 3 types of passive: Ordinary, that and gerund.
We will deal just with the two first types.

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I- Ordinary.

Active	Subject	Verb	Object



Passive	Object	Be (in tense of the verb) PP	By subject

Tense	active	Passive	Rules
Present simple	Ali writes a letter	A letter is written by Ali	subject+is/are+p.p
Prsenet cont.	Ali is writing a letter	A letter is being written	subj.+is/are+being+p.p
Past Simple	Ali wrote a letter	A letter was written by Ali	subj.+was/were+p.p
Past continuous	Ali was writing a letter	A letter was being written	subj.+was/were+being+p.p
Present perfect	Ali has written a letter	A letter has been written	subj.+has/have+been+p.p
Past perfect	Ali had written a letter	A letter had been written	subj.+had+been+p.p
Future simple	Ali will write a letter	A letter will be written	subj.+will+be+p.p
Be going to+verb	Ali is going to write a letter	A letter is going to be written	subj.+is/are+going to be+p.p
F. Perf simple	Ali will have written a letter.	A letter will have been written	subj+will have been+p.p
Modals: should, can,	Ali should write a letter.	A letter should be written	subj.+modal+be+p.p

<u>**That passive:**</u> What people believe, think, assume...
People believe that the prices will increase sharply next year.
subject1+verb1+that+Suject2+verb2 = TWO SOLUTIONS

a-It+ be (in tense of verb1)+ verb1 in P.P+ that...

1--It is believed that the prices will increase sharply next year.

b- Subject 2+be (in tense of verb1) +P.P of verb1+ infinitive of verb2

2-- The prices are believed to increase sharply.(by people is not important

<u>**Examples:**</u>

a- Scientists say that humour activates our blood circulation.
1- it ……………………………………………………………………
2- Humour……………………………………………………………

Phrasal Verbs

بكل بساطة هي عبارة فعل وحرف جر وهي بهذا الشكل تغير معنى الفعل
الاصلي و تعطيه معنى آخر ولعل اقرب مثال على ذلك هو الفعل Give حيث

يصبح Up كلنا نعلم انه يعني يعطي أو يقدم ولكن اذا اضيف معه حرف الجر نعرف أنه يعني أنظر Look اي بمعنى يستسلم . مثال آخر : الفعل Give Up أي بمعنى يعتني Look After يصبح After ولكن اذا جاء معه حرف الجر بشخص او بشيء ما

Blow Up يفجر
Break Down يتوقف عن العمل (تستخدم مع الأجهزة غالبا)
Break in يقتحم أو يقاطع
Break Up ينهي علاقة مع شخص ما
Call Back يعاود الاتصال مرة أخرى
Call Off يلغي
Check In تسجيل الوصول في فندق مثلا أو مطار
Check out تسجيل المغادرة
Cheer up يبتهج أو يصبح سعيدا
Count on يعتمد على
Do Over يعيد فعل شيء ما مرة أخرى
Drop out ينقطع عن الدراسة
Eat out يتناول الطعام خارجا (في مطعم مثلا)
Fall down يسقط على الارض
Figure out يكتشف أو يفهم حقيقة ما
Get back يرجع
Get over يتعافى من مرض او يتجاوز مشكلة
Get up ينهض من السرير
Go ahead يبدأ
Hand in يسلم (مثلا ورقة إجابة أو بحث) .
Hang out يقضي وقتا مع الاصدقاء
Hold on ينتظر
Let in يسمح بالدخول
Look out ينتبه
Run into يقابل شخصا ما بالصدفة
Run away يهرب
Set up ينظم او يعد
Take off تقلع الطائرة
Warm up يسخن استعدادا للتمارين
Work out ينجح بفعل شيء

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WEAR OFF TO DISAPPEAR GRADUALLY
يختفي تدريجيا
ألم ما / شعور ما / إحساس ما

COUNT ON DEPEND ON; RELY ON; TRUST THAT SOMETHING WILL HAPPEN OR THAT SOMEONE WILL DO AS EXPECTED
تعتمد على / تعول على أن شيئا ما سيقع أو أن شخصا ما سيقوم بشيء ما كما هو متوقع
GET ON MAKE PROGRESS - ESPECIALLY IN LIFE
تتقدم في العمل / تتطور / تتحسن/ تحقق نجاحا في العمل / في الحياة
GET ON ENTER A LARGE, CLOSED VEHICLE
تصعد على متن عربة / تركب
KEEP ON (FOLLOWED BY AN -ING VERB) CONTINUE
تواصل فعل شيء ما
PUT ON CLOTHES / GLASSES I A RING / A NECKLACE BEGIN TO WEAR; TO DRESS ONESELF
تلبس / ترتدي
TURN ON START BY TURNING A HANDLE OR SWITCH
تشغل آلة ما بالضغط على زر
BREAK OUT (OF UNPLEASANT THINGS E.G. WARS, EPIDEMICS, FIRES, VIOLENCE TO START, USUALLY SUDDENLY
اندلع / شب
حريق / حرب / وباء / أعمال عنف و شغب
CARRY OUT INSTRUCTIONS / A DUTY / AN ORDER / A THREAT / A TEST TO FULFIL OR PERFORM (SOMETHING).
نفذ / أنجز / امتثل للأوامر للتعليمات
FIND OUT (ABOUT) LEARN / GET INFORMATION (ABOUT)
تعرف / تعلم / تجد معلومات / تكتشف معلومات عن
GET OUT OF LEAVE A SMALL, CLOSED VEHICLE
تنزل من على متن عربة صغيرة
تغادر **سيارة**

Phrasal verbs

Exercise1

Choose the suitable phrasal verbs from the list to replace the words in italics. Make any necessary changes .

put on / put off / wake up / hand out / make up / look up / pick up / turn off / take off / write down

1. The baby *got up* because of the ringing of the telephone.
   - The baby **woke up** because of the ringing of the telephone .Key
2. The teachers *distributed* the prizes among the best students.Key
3. Please, would you *lift* these old newspapers from the floor?Key
4. You should *remove* your shoes in the mosque. Key

5. The police inspector *took down* the witnesses' names and addresses in his notebook. Key
6. The little boy only *invented* the complete story. Key
7. They decided to *delay* their wedding party because of the death of the bride's grandfather. Key
8. She forgot to **switchoff** the radio. Key
9. Please, *search* for this word in the dictionary! Key

Exercise 2

Match the phrasal verbs and the meanings .

1. to give out Key
2. to turn out Key
3. to fade away Key
4. to sit down Key

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5. to give up Key
6. to speak out Key
7. to rise up Key

- **A**. to take a seat
- **B**. to speak boldly, freely and plainly
- **C**. to distribute
- **D**. to revolt
- **E**. to produce
- **F**. to deliver or allow to pass to someone else
- **G**. to disappear or die gradually

Exercise 3

Fill in each blank with the right phrasal verb from the list making the necessary changes .

set up take after turn down look forward to look up let down

1. "We are really ___________ seeing you again." Key
2. I'll have to ___________ your plan because it is not convincing. Key
3. The company should ___________ some new branches all over the country.Key
4. I don't know this word. Can you ___________ it _______ in your dictionary? Key
5. Don't worry! He will not ___________ you _______ because he is very reliable person. Key
6. Sue really ___________ her mother; she has the same eyes, nose and hair. Key

Exercise 4

Match the phrasal verbs and the definitions.

1. to get on with somebody. Key
2. to look after someone/something Key
3. to pick up something Key
4. to set off Key
5. to find out Key
6. to turn down Key
7. to tell off Key
8. to fall for Key
9. to come across someone/something Key

A. to leave on a journey
B. to refuse an offer or the person who makes it
C. to speak to someone angrily because he/she has done something wrong
D. to meet or find someone/something by chance
E. to have a friendly relationship with someone
F. to fall in love with someone
G. to learn something without formal lessons
H. to get some information by asking or studying
I. to be responsible for or take care of someone/something

Exercise 5

Fill in each blank with the right phrasal verb from the list making the necessary changes .

turn down look after get on with pick up come across

1. "I want to go back to work if I can find somebody to ___________ _______ my little daughter," Susan told her neighbour. Key
2. James's son, Joe, ___________ _______ a lot of Italian by playing with the local children. Key
3. Kate ___________ _______ well _______ her colleagues at work.Key
4. Jean asked Ron to marry her but he ___________ her _______.Key
5. I ___________ _______ this old Swiss clock at a thrift shop downtown.

Modals

Modals: Expressing degrees of certainty
الأفعال المساعدة للتعبير عن درجة اليقينية/ التأكد

"Degree of certainty" refers to how sure we are-what we think the chances are-that something is true. If we are sure that something is true in the present, we do not need to use a modal. For example, if I say, "Martha is sick," I am sure; I am stating a fact that I am sure. My degree of certainty here is 100%. If I am asked "Why isn't Martha in class?" and I am not sure of the reason, I can respond in the following

ways:
للتعبير عن مدى أو درجة التأكد أو اليقينية في فعل شيء ما نستعمل عدة عبارات مع أفعال مساعدة. و فيما يلي أمثلة على ذلك

1She must be sick.
Here, I am 95% sure that she is (not 100%)
Must تفيد التأكد بنسبة 95 في المئة

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2She may be sick.
Here, I am 50% sure that she is
May تفيد التأكد بنسبة 50 في المئة

3She might be sick.
Here, I am less than 50% sure that she is
Might تفيد التأكد بنسبة أقل من 50 في المئة

4She could be sick.
Here, I am stating a mere guess. This is a very weak degree of certainty
Could أنا فقط أقدم افتراض أي أن درجة التأكد ضعيفة
The Negative
أسلوب النفي

Forming such sentences in the negative can be confusing. Read these sentences

Maria is not hungry.
I am 100% sure that she is not hungry.
عندما أستعمل Verb to be كما في المثال فأنا متأكد مئة في المئة

I don't know why Maria is not eating with us. She may not (or might not) be hungry.
I am 50% or less certain that she is not hungry.
May not/ might not تفيد التأكد بنسبة 50 بالمئة

Maria cannot be hungry. She has just had diner.
Here, I believe that there is no possibility that Maria is hungry, but I am not 100% sure.
هنا مع Can not أعبر عن انعدام الإمكانية

Maria is not eating. She must not be hungry.
Here, I am expressing a logical conclusion, a best guess.
هنا مع Must not أعبر عن استنتاج منطقي ومعقول

إذا أردنا التعبير عن درجة من التأكد في الماضي يجب استعمال الصيغ التالية
Modal verb + have + past participle
Examples
Maria didn’t attend the meeting. She must have been sick

لا حظ عندما أغير الجملة للمضارع the present
Maria doesn’t attend the meeting. She must be sick
أي أننا نستعمل فقط الفعل المساعد المناسب

Could in the past
Could ماضي

Could is used to express ability in the past. Here it is
تستعمل Could لتعبير عن القدرة على القيام بشيء في الماضي
For example: My girlfriend could lift the desk, but I could not.
--- This means that my girlfriend was able to lift the desk, but I was unable to.

I could play football when I was a kid.
Exercise

(She wasn't very rich. She gave money to the beggar. (**although**

(He left early. He wanted to arrive on time. (**so that** .2

4. I don't earn a big salary. But if I did, I wouldn't buy a car. (**even if**)

Sue likes Opera. Joe prefers jazz. (They have different tastes.) (**whereas**

He had the 'flu. He went to work. (**in spite of**

Comunication

- 1-Making and Responding to Requests
- Sample phrases (from formal to informal)
- A: Could I trouble/bother you to lend me 200 DHs?
  B: (positive) Of course, it's no problem/trouble (at all).
  B: (negative) It's impossible for me because I've only got 150 DHs.
- A: Could you please take me to the airport tomorrow morning?
  B: (positive) Certainly.
  B: (negative) I wish I could, but I've got an appointment at 8:30.
- A: Will you help me fix this error, please?
  B: (positive) Sure. I'll be glad to.
  B: (negative) I'm afraid I can't. I don't know anything about computers.
- A: Would you mind letting me borrow your book?
  B: (positive) No, not at all.
  B: (negative) I'm sorry, but I need it for next week's exam.
- A: I'd like you to buy some books for me on the way home, if you have time.
  B: (positive) No problem.
  B: (negative) I can't do that because I won't be back until 23:00.

- **Requests and Offers** (in a nutshell)

Requesting	Offering
Do you think you could?	Can I help you?
Would you mind ...ing me?	Would you like me to ...?
Can you help me here?	Do you need a hand?
Could you help me please?	Can I get you something?

Accepting	Refusing
Yes, thank you very much.	Thanks, but I can manage.
Thank you. That's very good of you.	Thank you, but don't worry.

- 2-Making Complaints
- I'm sorry tohave to say this but...
- I'm sorry to bother you, but...
- Maybe you forgot to...
- I think you might have forgotten to...
- Excuse me if I'm out of line, but...
- There may have been a misunderstanding about...
- Don't get me wrong, but I think we should...
- Examples:

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Formula	Example Finish
I'm sorry to have to say this but	I think you need to fix rewrite this essay. It is full of mistakes.
I'm sorry to bother you, but	I think you need to refine this layout.
Maybe you forgot to	include his name and number.
I think you might have forgotten to	finish the report on time.
Excuse me if I'm out of line, but	your work has not been good.
There may have been a misunderstanding about	what I expected from you.
Don't get me wrong, but I think we should	concentrate on the Smith account for the moment.

- Example:

Expressing lack of understanding	**Asking for clarification**
What do you mean?	Could you be more explicit? Would you repeat, please?
I'm afraid I really don't understand what you mean/you are saying.	Could you explain what you mean by this, please?
Do you mean………………..? I can't get what you mean! I'm sorry, I'm not sure if I understand what you mean. Sorry, but I lost you when you said…	Do you mind clarifying more? I would be thankful if you put it differently. Do you mean…? What does that mean exactly?

- teacher : Today we are going to speak about learning styles.
- Student:I am I'm afraid I really don't understand what you mean by learning styles? Could you explain what you mean by this, please?
- Teacher: Learning styles stand for the ways we use to learn. there are basically seven learning styles.
- 4-Making and responding to apologies

Apologies	Accepting
Sorry ...	That's OK.
I'm terribly sorry.	Don't mention it.
Do forgive me ...	Don't worry about it.
I'm very sorry indeed.	Never mind.
Please accept our apologies.	

- 5-Expressing and responding to opinion

Asking	Giving
What do you think ...?	Well, I think ...
What's your opinion about ...?	In my opinion I think ...
How do you feel about ...?	I feel that we should ...
What's your reaction to that?	My reaction is that we should ...
Any comments, John?	May I make a comment on that?

- 6-Agreeing or disagreeing

Agreeing	Disagreeing
Yes, I agree with John.	I'm sorry, but I can't agree with John.
Yes, I think that's a good point.	I think you may have missed the point there ...

- 7-Expressing regret
- 8-Requests and Offers

Requesting	Offering
Do you think you could?	Can I help you?
Would you mind ...ing me?	Would you like me to ...?
Can you help me here?	Do you need a hand?
Could you help me please?	Can I get you something?

Accepting	Refusing
Yes, thank you very much.	Thanks, but I can manage.
Thank you. That's very good of you.	Thank you, but don't worry.
Yes, if you're sure.	No thank you, please don't bother.

- 9-Asking for and giving pieces of advice
- Asking for Advice
- What do you think I should do?
- What do you suggest?
- Giving Advice
- I think you should ….
- Maybe you should try someplace else.
- Why don't you call the company?
- If I were you, I would tell her.

By K@rim 2010

Make and Do

Make	Make	Do
an apology	a profit	damage
a journey	enquiries	work
a mistake	a discovery	a favour
a joke	a loss	business
love	a decision	one's best
friends	an offer	badly
a telephone call	progress	well
money	an impression	gardening
a suggestion	a choice	homework
excuses		housework

Vocabulary

By K@rim 2010

Sustainable development

Health care: العناية الصحية
Water pollution: ثلوث المياه
Social justice: العدالة الإجتماعية
Climate change: التغيرات المناخية
Raw materials: المواد الخام
Money investment: استثمار الأموال
Poverty elimination القضاء على الفقر
Ecological crisis الأزمة الايكولوجية البيئية
Forest preservation المحافظة على الغابات
Micro enterprises المقاولات الصغرى
Energy preservation المحافظة على الطاقة
Recycling waste إعادة ثطوير النفايات
Transport infrastructure البنية التحتية للنقل
Property rights حقوق الملكية
Equal pay for women المساواة في الأجر للنساء
collaborate تعاون
capital راس المال]
affluent ثراء غنى
indigent فقير معوز
assistance مساعدة
Civil society المجتمع المدني
Non-governmental organization منظمات غير حكومية
Renewable energies الطاقات المتجددة
Urban areas المناطق الحضرية
What' up What's happening
What are you driving at ? What do you mean?
urbanization التمدن
Urban linkage الربط بين المناطق الحضرية
Rural-urban linkage الربط بين المناطق القروية و الحضرية
Implementation of the approach تنفيذ المنهج
Press conference مؤتمر صحفي
Developing countries الدول النامية
Debt , foreign debts ديون ة ديون أجنبية
Foreign investments استثمارات أجنبية
industrialization التصنيع

overcrowded مكتظ
absenteeism الغياب
WOMEN AND POWER

Active		STEREOTYPES Self-confidence	الصورة النمطية
activity	نشاط		ثقة بالنفس
Improve	حسن تحسن	Emancipation	تحرير
improvement	تحسن	Family code	مدونة الأسرة
Inferior	أدنى أ دنى منزلةا	Polygamy	تعدد الزوجات
Inferiority complex	عقدة النقص	Humanitarian	الإنسانية إنساني
	نقد انتقد	Gender	جنس
Criticise	النقد	To dominate	سيطر هيمن
criticism	متساو	Dominance	هيمنة
Equal	مساواة	Difference	اختلاف
equality	رفض	Organise	نظم
Repudiate	الرفض	Organisation	منظمة
repudiation	شارك	Govern	حكم
Participate	مشاركة	Governance	الحكم
participation	مسؤول	Globalisation	العولمة
Responsible	مسؤولية	Femininism	نظرية المساواة بين الجنسين
Confer	تشاور تباحث	To ingore	تجاهل
Conference	مؤتمر	Ignorance	الجهل
Manage	سير أدار	United	

management	إدارة تسيير		موحد متحد
dependent	تعتمد على	Resist	قاوم
dependence	اعتماد	Resistence	مقاومة

Cultural Values- *BY K@RIM 2010*

Value values=
قيمة, قيم
Culture , cultural=ثقافي , ثقافة
Private benefits=منافع خاصة
Ethics , ethical=علم الأخلاق أخلاقي
Tolerance
Brotherhood=تسامح
أخوة و إيخاء
Xenophobia=الرهبة الخوف من الأجانب
Respect=احترام
exclusion=إقصاء
Coexistence=تعايش
Altruism=إيثار
Citizenship=المواطنة
Cooperation=تعاون
Equity=مساواة عدالة
Partnership=الشراكة
Initiative, take the initiative
=المبادرة أخذ المبادرة
Generosity=الكرم
kindness=رأفة , حسن المعاملة
Comfort=رفاهية راحة
Nostalgia=الحنين إلىالماضي
homesickness=الحنين إلى الوطن
Private Privilige =امتيازخاص
patrimony=ميراث
don't worry=لا تقتق
outgoing=اجتماعي منفتح
Misunderstanding =حالة سوء تفاهم
Harmony, in harmony=إنسجام
Rights and duties=الحقوق و الواجبات
Beliefs=المعتقدات

Hatred=الكراهية
Irresponsibility=لامسؤوليّة
Selfishness conflict=أنانية
الصراع
Individuali
By K@rim 2010
Injustice=ظلم
intolerance=تعصب , عدم احترام الرأي
الآخر
Common good=intérêt commun
Culture shock=صدمة حضارية يشعر بها
الإنسان الدي يعيش في بلد آخر
Moral obligation=إلتزام أخلاقي
Cultural diversity=التنوع الثقافي
Global citizenship=مواطنة كونية
Civic education=تربية مدنيّة
criteria=معايير
Appropriate=مناسب ملائم
Suitable=مناسب
Circumstances=الظروف الأحوال
community=جماعة مجتمع
background=خلفية
multiligualism=تعدد اللغات التعدد اللغوي
Good behaviour=حسن السلوك
prejudice=تحيز
heritage=ميراث
customs=عادات
To gather =اجتمع
hospitality=كرم ؟أو حسن الضيافة
commitments=تعهدات التزامات

Collocations

adult illiteracy
adult literacy
boarding school
brain drain
civic education
common good
communication technology
critical thinking
cultural diversity
developed countries
developing countries
digital camera
educational system
equal rights
formal education
gender gap
genaral assembly
generation gao
have access
have fun
health care
high priority
higher education
human rights
informal education
information technology
international organisations
local community
look forward to
make a mistaken/ mistakes
mobile phone
natural disaster
non-formal education
non-governmental organisations
note taking
old fashioned
pay attention
problem solving
rural areas
school subject
secretary general
sense of humour
sustainable development
take care
take place
vacuum cleaner

Humour

joke=نكتة
comedian=كوميديا كُومِيدِيّ , مُضَحِّك , مُهَرِّج
humorous=مَلِيح , مُنَكِّت , نَكَّات
An impression=تقليد شخص مشهور بطريقة
هزلية
To make fun of someone=
يسخر من فلان
To kid/ to joke=مزح يمزح
witty= خَفِيفُ الرُّوح
TV sitcoms=برنامج هزلي تلفزي او اداعي
Caricatures/cartoons=
كاريكاتور رسوم متحركة
joy=فرح
anger=الغضب
gaity=ابتهاج بشاشة
Despair=اليأس التشاؤم
Delight=فرحة
Depression=الاكتئاب
Loneliness=الشعور بالوحدة
sadness=الحزن
frustration=الإحباط
Cheerfulness cheerful=مرح
شخص مرح
Merriment=فرح
Worry=قلق
Vivacity=حيوية
Calm=الهدوء
Satisfaction=الارتياح
Fear=خوف
jubilation=الابتهاج
Feel down=يشعر بانه منحط المعنويات
My heart sinks=يصاب بالكرب فجأة
break somebody's heart=

سبب له حزنا شديدا
Be In the depths of despair= يائس محبط جدا
Be low=مكتئب
His spirits rose=ارتفعت معنوياته
outdated=عفا عليها الزمن قديمة
workaholic=مخلص لعمله
underestimate=قلل من قدر أو من قيمة أساء تقدير
harmful=ضار يسبب الضرر أو الأذى
Over-serious=الإفراط في جادة
boundaries=الحدود
embrace=احتضن
boost=دفع إلى فوق قوى زاد
hamper=عرقل

المنظمات الدولية INTERNATIONAL ORGANISATIONS

Common destiny=
amnesty international= منظمة العفو الدولية

WHO=منظمة الصحة العالمية
FAO=منظمة الأغذية والزراعة
eliminate poverty=قضى على الفقر
safeguard human rights= حماية حقوق الإنسان
fight epidemics=مكافحة الأوبئة
care for refugees=رعاية اللاجئين
provide medical care= توفير الرعاية الصحية
eliminate famine=القضاء على المجاعة
disaster=كارثة
resolution=قرار
United Nation resolutions= قرارات الأمم المتحدة
general assembly=الجمع العام
spokeperson=لناطق الرسمي باسم
government spokesman= المتحدث باسم الحكومة
report=تقرير
deputy=النائب
declaration=إعلان
diplomat=دبلوماسي
headquaters=المقر الرئيسي
congress=مؤتمر
goodwill=النوايا الحسنة
court=محكمة
vice president=نائب الرئيس
non-violent diplomacy= الدبلوماسية التي لا تحبد العنف
international discords= الخلافات الدولية
ANNUAL SUMMIT=مؤتمر القمة السنوي
aftermath of world war II= نتائج الحرب العلمية الثانية
well-being=رفاهية
interfere=تدخل
nuclear threat=التهديد النووي
funding=التمويل
constitution=دستور
council=مجلس
commissioner=مفوض
ambassador=سفير
embassy=سفارة
secretary general=الامين العام
sanctions=عقوبات
bilateral=ثنائي
bilateral relations= العلاقات الثنائية
violations=انتهاكات
human right violation= انتهاك حقوق الإنسان
donations=التبرعتا
donate=تبرع
comply with a law= امتثل لقانون
management of relations= إدارة العلاقات
resolve conflicts=حل النزاعات
a body of people=مجموعة أشخاص
conform to an international agreement= وافق على اتفاقية دولية
campaign=حملة
To found=أسس
Benevolent contributions= التبرعات الخيرية
wealth=ثروة
anti-globalisation rally= مظاهرة مناهضة للعولمة
worldwide=في جميع أنحاء العالم
red cross=الصليب الأحمر
green crescent=الهلال الاخضر
eliminate toxic chemicals= إزالة المواد الكيميائية السامة
take impartial action= اتخذ إجراءات نزيهة

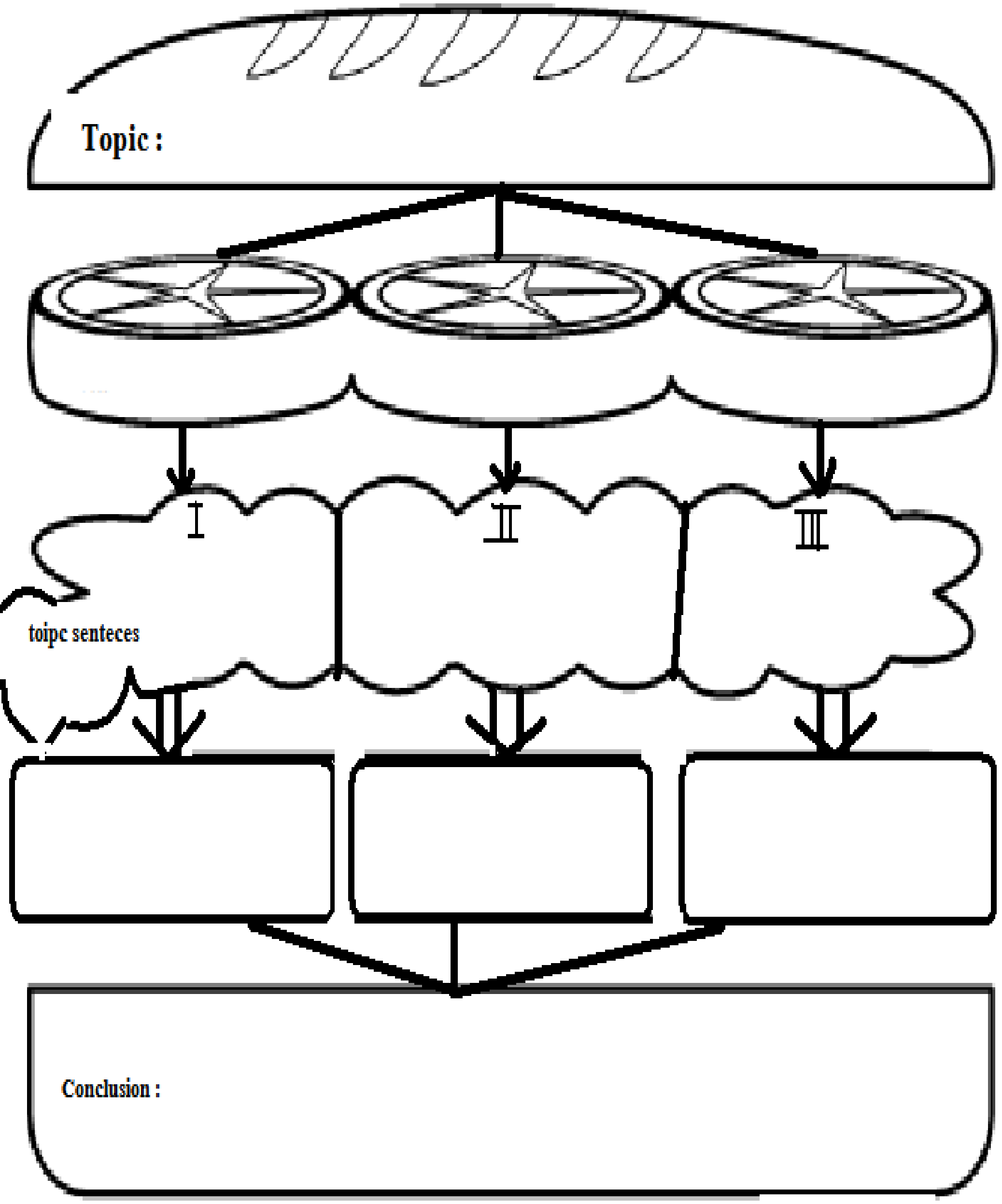
THE GIFT OF YOUTH

Vigour/vigorous=حيوية قوة الشباب مفعم بالحيوية,نشيط
Imaginationi الخيال
maginitive= واسع الخيال
Creativity الإبداع
creative= خلاق مبدع
Adventure مغامرة
Adveturous= مغامر مجازف
Passion ولع شغف عاطفة
passionate= متحمس عاطفي
vivacity=حيوية
Innovation الابتكار
innovative= مبتكر
Audacity الجرأة
audacious= جريء
Ambition طموح
ambitious= شخص طموح
Enthusiasm الحماس
entusiastic= متحمس
Talent موهبة ملكة
talented= موهوب
Abstract=مجرد
Skill مهارة
skilful = ماهر
eclectic=انتقائي
challenge=تحدي
conclusion=استنتاج خاتمة
motivated=له دوافع
To question=سال
rebellious= متمرد ثوري
careless=مهمل
Old-fashioned=عتيق قديم
immature=غير ناضج
intolerant=غير متسامح متعصب
untidy=غير مرتب غير منظم
mean=شحيح بخيل
disobedient=عاصي اوامر الوالدين غير مطيع
NOSY=فضولي
Strong-headed
obstinate; stubborn. =صعب المراس
undemocratic=غير ديمقراطي
authoritarian=مستبد/ استبدادي
THOUGHTLESS=مستهتر طائش عديم التفكير
SEVERE=قاس صارم متزمت
leisure= أوقات الفراغ
Fashion موضة
fashionable = مطابق للزي الحديث أنيق

By K@rim 2010
www.karim-teacher.webs.com

Women working incredibly hard
نساء يعملن بجدية لا يمكن تصورها/ تصديقها
They are outstanding performers
هن يؤدون –عملهم- بشكل ممتاز

To run a company
أن تدير شركة
I am for power-sharing
أن مع تقاسم السلطة
Key
مفتاح/ الحل
Assets
شيء لا غنى عنه
To rely upon
أن تعتمد على
Newsworthy
خبر يستحق الحديث عنه في الصحافة والجرائد
Upfront
صريح و مواجه للحقيقة
Women with high-ranking jobs
نساء دوي أعمال ومهن رفيعة المستوى
A good citizen
مواطن صالح



By K@rim 2010

Letter of complaint :writing

رسالة تشكي حول شيء اشتريته ووجدتبه خلل

,Dear Sir or Madam

On 23 d of April this year I bought an HP pentuim4 com****r with the serial 410 workstation at your com****r store

Unfortunately, your com****r has not performed well because it keeps shutting itself down and the keyboard remains inactive. I am disappointed because the product does not work properly

To resolve the problem, I would appreciate that you send someone to help repair the above mentioned com****r or else be sent my money back. Enclosed are copies of the guarantee, as well as the com****r bill price

I look forward to your reply and a resolution to my problem, and will wait until the end of this week before seeking help from a consumer protection agency or the Better Business Bureau. Please contact me at the above address or by phone at home

,Sincerely

Your name